



WASHOE COUNTY

Integrity Communication Service

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CM/ACM _____
Finance _____
DA _____
Risk Mgt N/A
HR _____
Other -

STAFF REPORT

BOARD MEETING DATE: September 12, 2017

DATE: August 23, 2017

TO: Board of County Commissioners

FROM: John Slaughter, County Manager
328-2000, jslaughter@washoecounty.us

SUBJECT: Recommendation to approve a reorganization of the County Manager's Office and associated position changes to include the reclassification of the Director of Community Services to a third Assistant County Manager position, and the elimination of the Director, Management Services position and job title as vetted through and approved by the Hay Group. Net fiscal impact is estimated at a [savings of \$186,523]. (All Commission Districts.)

SUMMARY

This agenda item is a recommendation to approve a reorganization of the County Manager's Office, including the creation of a third Assistant County Manager and the reclassification of the current Director of Community Services to that Assistant County Manager position, as well as the elimination of the Director, Management Services position (position #70000089) and job title.

Washoe County Strategic Objective supported by this item: Regional and Community Leadership.

PREVIOUS ACTION

On January 14, 2014, the Board approved a reorganization request for the County Manager's Office including reinstating a second Assistant County Manager which had been eliminated in March 2012, assigning the Finance Director duties to the Assistant County Manager-Finance and Administration, adding additional duties to the Director of Management Services position, eliminating the Finance Director position, assigning the budget function to the County Manager's Office and redefining the Comptroller's position.

BACKGROUND

Over the last several months a number of key management officials with Washoe County have retired or taken other positions outside the County. At the same time, various organizational changes were made to maximize opportunities created by these vacancies. In reviewing current responsibilities, it is recommended that a third Assistant County Manager position would create better efficiencies and a more effective organizational reporting structure.

We are continually assessing the efficacy of our Office and anticipate the possibility of additional organizational or position description changes which will be presented to the Board for consideration.

AGENDA ITEM # _____

The reclassification of the existing Community Services Director to a third Assistant County Manager position will create several efficiencies within the Community Services Department (CSD). The division directors within CSD currently operate at a high level of autonomy and are granted the widest latitude for the exercise of professional judgement. Because this Assistant County Manager will have oversight of CSD, the department can operate efficiently and effectively without a department head level title. All of the higher level responsibilities of the CSD Director, such as strategic planning, and review of overall department performance, will remain with the new Assistant County Manager position; however, the operational oversight of each individual division can be transitioned to the current division directors.

When the Director of Management Services advised of his upcoming retirement, the duties and responsibilities associated with that position, such as management and budget, constituent services, emergency management and government affairs began transitioning to the Assistant County Manager and Budget Manager levels. Since those duties have effectively been absorbed elsewhere, the position is recommended for elimination.

FISCAL IMPACT

The combined annual net savings of these actions—the reclassification of the Director of Community Services to Assistant County Manager and elimination of the Director of Management Services position—is \$186,523.

The current cost of the Director of Community Services is allocated to several funds, based on the funding structure of that department and the oversight provided to these functions by the director. The cost increase associated with the reclassification of the Director of Community Services will be borne 100% by the General Fund, as shown in the following table:

| Cost Center | | Current Allocation | % | Proposed Allocation | % |
|-------------|--------------------------------------|--------------------|---------------|---------------------|---------------|
| 105000 | Comm Svcs Admin (General Fund) | 142,841.29 | 60.0% | 153,907.29 | 61.8% |
| 206405 | CTMRD Admin | 11,903.44 | 5.0% | 11,903.44 | 4.8% |
| 216001 | Roads Admin | 11,903.44 | 5.0% | 11,903.44 | 4.8% |
| 600011 | Bldg. & Safety Administration | 7,142.07 | 3.0% | 7,142.07 | 2.9% |
| 669300 | Labor-Finance Admin (Utilities Fund) | 47,613.76 | 20.0% | 47,613.76 | 19.1% |
| 680200 | Golf Course Admin | 4,761.38 | 2.0% | 4,761.38 | 1.9% |
| 690200 | Equip Svcs Admin | 11,903.44 | 5.0% | 11,903.44 | 4.8% |
| | Total | 238,068.82 | 100.0% | 249,134.82 | 100.0% |

RECOMMENDATION

Recommendation to approve a reorganization of the County Manager's Office and associated position changes to include the reclassification of the Director of Community Services to a third Assistant County Manager position, and elimination of Director, Management Services position and job title as vetted through and approved by the Hay Group. Net fiscal impact is estimated at a [savings of \$186,523].

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve a reorganization of the County Manager's Office and associated position changes to include the reclassification of the Director of Community Services to a third Assistant County Manager

position, and elimination of Director, Management Services position and job title as vetted through and approved by the Hay Group. Net fiscal impact is estimated at a [savings of \$186,523].